



APPLICATION FOR POSITION OF RESPONSIBILITY ELEMENTARY & SECONDARY SCHOOL VICE PRINCIPALS WINTER 2022

VISION OF CATHOLIC SCHOOL LEADERSHIP

Leadership in and on behalf of Catholic schools is deeply spiritual, servant-like, visionary and empowering. A Catholic school leader is called to be a spiritual leader, an effective administrator, an instructional leader and an excellent communicator. We seek educational leaders who demonstrate powerful personal mission and commitment through action. We are committed to selecting leaders who are visionary and innovative, student-focused, committed to diversity, inclusion and equity, excellent role models and are collaborative in building a Catholic community.

The Toronto Catholic District School Board (TCDSB) is inviting applications from qualified candidates for the position of Elementary and Secondary School Vice-Principals. All candidates must complete an Application Package provided by the Human Resources Department. Interviews will be conducted to determine readiness and potential for school leadership. A written assessment may be administered, and a reference check process will be conducted. The successful applicants will be placed on a shortlist in preparation for upcoming vacancies during the next two years.

Toronto Catholic District School Board:

The TCDSB is an inclusive learning community rooted in the love of Christ. We educate students to grow in grace and knowledge and to lead lives of faith, hope and charity. At Toronto Catholic, we have a long and distinguished history of providing excellence in Catholic education for the Toronto community. Catholic Social Teachings, the Ontario Catholic School Graduate Expectations, the Board's Pastoral Plan and our Equity Action Plan are foundational to our exemplary approach to teaching and learning in the 21st century.

The TCDSB is proud to be a significant part of the fabric of publicly funded Catholic education in the province of Ontario. We serve more than 90,000 students in our 196 schools and represent close to half-a-million Catholic school supporters in the city of Toronto.

Summary of the Position – Vice Principal:

- Support the principal in setting the direction for the school that aligns with the strategic direction of the Board by building a shared vision and a collaborative, diverse and inclusive culture
- Provide effective curriculum leadership support within an assigned school, under the direction of the principal that supports the Board's objectives including equity/ diversity and inclusion, student achievement and well being
- Under the direction of the principal, effectively support the management and administration of the school's resources regarding, but not limited to, operational areas including the management of staff; the creation of a safe learning environment; student registration, attendance and promotion; discipline; student records; and engaging internal and external stakeholders
- Promote professional growth through the provision of fair, effective and consistent teacher performance appraisal

Required References:

- Acceptable Pastoral Reference from your local parish priest
- Provide the name and contact information of your current and previous Principals/Supervisors, and your current Superintendent

Qualifications:

Education:

- Completion of Religious Education Part I
- Completion of the Foundation Series–Discerning Catholic Leadership Program or acceptable equivalent
- Completion of Principal’s Qualifications Part 1 & 2
- Master’s Degree (or proof of enrolment in a Master’s Program with completion of at least one course by the closing of the posting)

Teaching Experience:

- Evidence of 7 years of qualified teaching experience as of December 31, 2021. This experience may include up to two years in long-term occasional positions, and at least one year of experience in the panel for which you are applying.
- Demonstrated experience nurturing the Catholic faith community, personally and organizationally, in support of student achievement
- Demonstrated leadership experience in areas of instruction, curriculum and assessment within a school
- Demonstrated experience fostering and or creating a safe and healthy learning environment for all students
- Demonstrated experience collaborating and building effective relationships with stakeholders

Application package must contain the following documents when submitted:

- (1) Completed Application Form
- (2) Copy of latest Certificate of Qualification from the Ontario College of Teachers
- (3) If your Certificate of Qualification does not include any one of the following: Master’s Degree, Principal’s Qualification Program Part 1 and 2, include proof that you have completed the course
- (4) Pastoral Letter from the Pastor of your parish at which you are currently registered
- (5) Identification of two referees: your current or previous Principal/Superordinate and Superintendent

Diversity and Inclusion:

Consistent with the TCDSB’s Employment Equity policy and Multi-Year Strategic Plan, the TCDSB is strongly committed to fostering and creating a diverse and inclusive workplace that reflects the stakeholders and community we serve. As such, we welcome and encourage applications from candidates who self-identify as visible minorities, persons with disabilities, aboriginal peoples and women. You are invited to voluntarily indicate if you identify as one or more of the aforementioned communities. This information will be kept confidential.

Barrier-Free Recruitment and Selection:

TCDSB embraces the principles of the Accessibility for Ontarians with Disabilities Act (AODA) and as such, is committed to creating an inclusive, barrier-free recruitment and selection process. Please inform the Human Resources department at the time of your application of any requirement for an accommodation. The need for documentation to support the accommodation request will be requested as required prior to the implementation of any accommodation measures.

Application forms may be obtained by e-mailing your request to Ina Tedja (ina.tedja@tcdsb.org)

**Please return the completed application package electronically to:
Lynda Coulter, Executive Superintendent, Human Resources, Leadership & Equity
c/o Ina Tedja, Human Resources (ina.tedja@tcdsb.org)**

Applications are due no later than Friday, December 10, 2021 by 4:00 p.m.

NOTE: *Human Resources will contact those candidates being considered for an interview to schedule an appointment.*

Those candidates not considered for an interview will be advised in writing by Human Resources.